



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-16433)/5999

Date : 24 August, 2025

MAFRUHA AFRIN (G-42946)  
(Passport No- B00068726)  
Principal Officer  
Business Development Division  
Sonali Bank PLC  
Head Office, Dhaka  
Bangladesh.

Subject: Sanction of 45 (Forty Five) days' leave (Outside Bangladesh) with full pay to visit India for Medical Treatment.

Dear Sir,

Please refer to the letter no 1580 dated 06 August, 2025 of Business Development Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Business Development Division, Sonali Bank PLC, Head Office, Dhaka, the Authority has sanctioned 45 (Forty Five) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit India for medical treatment under the following terms & conditions:-

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of People's Republic of Bangladesh.
- b) The period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

01. Deputy General Manager, Business Development Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. Website Copy

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.

www: sonalibank.com.bd

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